

CURRICULUM – VITAE

MEENAKSHI JOSHI

Q No C - 4 Sharda Nahar Colony
Powayan Road
Distt- Shahjahanpur (U.P) - 242001
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OBJECTIVES

Utilizing my abilities to developed through education with the opportunity for professional Growth based on performance through my job.

PROFESSIONAL EXPERIENCE

Duties Performing: -

Presently working as a **Assistant lecturer in Gandhi faiz-e-aam p.g college**, Shahjahanpur From 19 sept 2016 to till date

Taking classes of B.Lib.I.Sc and M.Lib.I,Sc

PROFESSIONAL QUALIFICATION

M.Lib. I.Sc. in 2016 from MJPRU, Bareilly with 1st Division.

B.Lib. I.Sc. in 2015 from MJPRU, Bareilly with 1st Division.

Appearing in **Diploma in Yoga Education** from Maharishi Dayanand vocational training institute, Haridwar

ACADEMIC QUALIFICATION

M.A (History) in 2018 from MJPRU, Bareilly with 1st Division.

B.Sc. in 2014 from MJPRU, Bareilly with 1st Division.

Intermediate in 2011 from U.P. Board, Allahabad with 1st Division.

Matriculation in 2009 from U.P. Board, Allahabad with 1st Division.

COMPUTER COURSE

Three months diploma of CCC from NIELIT

SKILLS

- Knowledge of Library Software **LIBSYS,KOHA,CDS/ISIS, SOUL**
- Cataloguing through AACR-II & CCC
- DDC, UDC & CC.

KNOWLEDGE OF LIBRARY AUTOMATION

- Overall Library Management through **Library Software**.
- Installation process of Library software's.
- Providing Reference Service through **INTERNET** and **OPAC**.
- Information retrieval services through **Library Software's**.

CONFERENCE / WORKSHOP & PUBLICATIONS

- National seminar in 2016 organized by Moti Lal Rastogi School of management.
- National seminar in 2017 organized by Moti Lal Rastogi School of management.
- Presented a paper entitled "Management Information System in Libraries" of National seminar in 2017 organized by Moti Lal Rastogi School of management.
- Attended a one day training programme on "KOHA SOFTWARE" organized by department of library and information science, Bareilly College, Bareilly.

COMPUTER KNOWLEDGE

- **Operating System:** *Window XP, 7,8,10.*
- **Package** : M.S. Office.
- **INTERNET** : Browsing, Chatting and Connecting.
- **Other activities** : Scanning, Printing, typing.....etc.

KNOWLEDGE OF LIBRARY SOFTWARE

- **KOHA**
- **SOUL**
- **LIBSYS**
- **CDS/ISIS**

Personal Profile

Father's Name	: Mr. N.B Joshi
Date of Birth	: 13 April 1993
Gender	: female
Status	: unmarried
Nationality	: Indian
Permanent Address	: Q.NO. C-4 Sharda Nahar Colony, Shahjahanpur, Pin-242001
Phone No.	: 9795929378, 8052555258

Declaration

I hereby declare that the above information is true and correct to my knowledge and I bear the responsibilities for the correctness of the above mentioned particulars.

Date:.....

Place:.....

(Meenakshi Joshi)